

# **Guidelines for Inspecting Meter/Meter Box Installation**

The following guidelines and procedures have been developed to assure proper inspection of meter/meter box installations.

## New Construction

Initial inspection of the meter and box will be automatically scheduled on the 16<sup>th</sup> working day after the permit is issued. The Permits inspectors will be verifying the following:

- ✓ Conditions of Meter Box Installation
  - Construction
  - Depth
  - Location (no driveway or parking area)
  - Cement around frame
- ✓ Internal
  - House and Street Side Curb Stops
  - Flared or Compression Fittings with Brass Ferrell
  - Service Line Material (no plastic in meter box)
  - Concrete Pad
- ✓ Meter
  - ID number
  - Size
  - Type
  - Installation of MXU
  - MXU number
  - ECR number

Final inspection will include final verification of the condition of the box, meter, MXU, and yard grade. It will be automatically scheduled 90 days after the passing initial inspection.

## Existing Boxes and/or Change Meter

- ✓ 2<sup>nd</sup> Curb Stop not required
- ✓ Cement around frame not required

## PRV inspection when applicable

- ✓ Ensure curb stop is on the street side of the PRV and inside the box